



## HOUSEKEEPER – 2<sup>ND</sup> SHIFT

Housekeeping and/or Apparel Worker I – Pay Band 1

Positions #00502

Part-Time

\$9.96 per hour

The Library of Virginia is seeking a part-time evening Housekeeper to provide a full range of housekeeping services. Normal work hours are 5:30 PM to 9:30 PM with the ability to work Monday through Friday with rotating Saturdays. Responsibilities include, but are not limited to, sweeping, dusting, mopping, vacuuming, trash collection and removal, cleaning and disinfecting restrooms, restocking supplies.

To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment.

### **Core Responsibilities**

60% - Basic Housekeeping Tasks

25% - Restroom Cleaning

10% - Maintain Equipment & Supplies

5% - Other duties as needed

### **Required Qualifications**

- Demonstrated experience in housekeeping in a public, private, or institutional setting;
- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow spoken directions;
- Ability to lift and handle loads up to 50 pounds;
- Ability to climb and work from a ladder;
- Ability to stand for long periods of time;
- Ability to bend and stoop;
- Ability to work with and tolerate exposure to a variety of cleaning products and solutions; and,
- Ability to work normal hours of 5:30 PM to 9:30 PM Monday through Friday, with rotating Saturdays.

### **Preferred**

- Graduation from high school or equivalent preferred; and,
- Commercial cleaning experience preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

**Application Instructions:** To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00502 by **11:59 PM on December 19, 2019**. Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check.**

A record of criminal history does not automatically bar an applicant from consideration. Employment verification and reference checks, to include current/previous supervisors, will be conducted.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

**An EEO/AA/ADA Employer**